

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input checked="checked" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No. None
<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other					

LIVING WAGE APPLIES: __YES __NO

Requisition/Project No: RQFR1200003 - RFP 804

TERM OF CONTRACT: 5 year with 5 one-year options-to-renew

Requisition/Project Title:- Operation of MDPD and MDFR Cafeterias

Description: Operator of cafeterias in the MDPH and MDFR Headquarters

User Department(s): Miami-Dade Police Department and Miami-Dade Fire Rescue
Issuing Department: ISD Contact Person: A. Zawoyski Phone: 305-375-5663

Estimated Cost: \$0 Funding Source: N/A REVENUE GENERATING: Yes

ANALYSIS

Commodity/Service No: 961-15; 962-19		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
EXISTING		2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ____ Yes ____ No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Andrew Zawoyski, CPPO

Date to SBD: 10-24-11

Date Returned to DPM: _____

2011 OCT 26 PM 12:42

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DEPT. BUSINESS DEV.

Appendix A

SCOPE OF SERVICES - MDPD CAFETERIA

Miami-Dade County, through the Miami-Dade Police Department ("MDPD"), owns a full service cafeteria ("MDPD Cafeteria") on the second level of the Miami-Dade Police Department Headquarters, located at 9105 NW 25th Street, Miami, Florida, 33172. Lessee shall be responsible for the lease and operation of the MDPD Cafeteria and for providing quality products and customer service. The size of the leased area is approximately 2,070 square feet. The minimal hours of operation are: 6:00 am – 4:00 pm five (5) days a week Monday through Friday except on County, State and Federal designated holidays.

The Lessee shall provide full food and beverage services to include an extensive list of menus providing high, nutritional meal options, including hot, warm, and cold items. The menu shall include a wide variety of food and beverage services/options for breakfast, lunch, and snack grill services (including, but not limited to coffee, eggs, toast, bagels, grits, bacon, smoothies, subs, sandwiches, salads, entrees, soups, vegetarian/organic, etc.). The food shall be top quality.

The facility is provided in as-is condition. The Lessee shall perform necessary facility improvements, in compliance with all County codes and permit requirements. The facility includes equipment (see Attachment A to this Appendix A), which is owned by the MDPD. The Lessee shall keep equipment functional.

Lessee:

It is the County's desire that the Lessee:

- Ensure prices are fair and remain constant. Prices cannot be amended without prior consent/approval from MDPD's Project Manager via written document advising approval of any increase to prices. Any review of prices by the County will be based on CPI and quality of the food.
- Prominently post all menus with associated pricing in the food service areas.
- Ensure that food items be constant regardless of price increase within market/industry; unless same is removed due to health issues/concerns unforeseen food contamination, etc.
- Provide catering services and/or meals during emergency and/or immobilizations (alpha/bravo shifts) and events held in the MDPD Cafeteria.
- Ensure that all areas are ADA compliant.
- Ensure that no alcoholic beverages shall be sold, served or consumed within the County facility or grounds.
- Issue customer surveys no less than twice a year to the patrons of the MDPD Cafeteria. The results of these surveys will be presented to the MDPD's Project Manager for review.
- Must maintain fume hoods in accordance with all applicable codes for fire inspections and regulations.

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- Maintain interior areas, wall to wall and ceiling to floor, of the facilities in the same condition, order and repair as at the commencement date, or better, excepting only reasonable wear and tear arising from the use.
- Keep a full-time on-site manager and an adequate number of staff to provide full operations.
- As needed, invest capital improvements into fixtures, furnishings, and equipment as may be required to renovate and operate the facility.
- Maintain all business licenses, health permits, as required by local, state, or federal law and liability and workers compensation insurance.
- Allow MDPD/Health Department/Other County Inspectors ("Inspecting Entity"), the right to inspect Facility as may be deemed appropriate by the Inspecting Entity. Inspecting Entity will inspect the Facility as necessary however will not disrupt the Lessee's ability to operate the Facility in proper manner.
- Replace food service and catering loose equipment as it becomes worn, lost or damaged within 3 days of the notice that the equipment is worn, lost or damaged.
- Ensure that food is stored properly and in designated areas.
- Provide monthly detailed reporting of MDPD Cafeteria gross receipts to the County within ten (10) days after the close of each month.
- Perform inventory of food, shop merchandise and supplies in such manner to make sure there is always sufficient product available to meet the demands of the MDPD Cafeteria.
- Maintain proper books and records for the services provided, for auditing purposes as needed by County.
- Maintain all tables and chairs in a clean and sanitary condition at all times.
- Provide janitorial and routine cleaning services of the kitchen, storage areas, food prep areas, and customer seating areas at all times. Vacuum all carpeted areas. Clean all equipment including microwaves used by the patrons. Provide proper exterminating services as used in the food industry.
- Provide proper trash removal from all point of sale areas to dumpsters; and provide and maintain proper grease containers and discard used cooking oils in proper manner as required by County Code.
- Ensure that all Lessee's employees wear proper uniforms; show visible identification card (containing a photograph of the employee, employee's name and identification number or date of birth); be well groomed; that they wear gloves in food prep areas and service/cooking areas; and, have their hair pulled back and in hair nets.
- Create a visually exciting and inviting food court environment through creative, high-impact store designs, product displays, signage, graphics, and lighting.

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- Provide sufficient and proper training to its employees for food handling, maintaining cleanliness and providing friendly customer service.
- Manage and operate Facility in manner that is fiscally responsible.

Lessee shall ensure that all its employees (including part-time and fill-ins) pass background criminal checks prior to working in Facility. Lessee shall not assign or sublet nor otherwise encumber the Lease Agreement without prior written approval of the County.

Lessee shall furnish a Performance Bond to the County in the amount equal to three (3) times the minimum monthly rental guarantee submitted to the County. This performance bond will be conditioned solely upon the full and faithful performance of all covenants of the Lease Agreement. Lessee may, in lieu of Performance Bond, deposit with the County a cash deposit or Irrevocable Letter of Credit in an amount equal to three (3) months of the minimum rental guarantee as stipulated in the Lease Agreement. This option will be conditioned upon the full and faithful performance of all covenants of this Lease Agreement.

During the term of the Lease Agreement, the Lessee shall keep in full force and effect all required insurance and indemnification as required by the County and outlined in the Lease Agreement.

Lessee shall comply with all the terms and conditions of the Lease Agreement.

Security is provided by MDPD for the MDPD Cafeteria in the evening hours.

Catering services may be pursued within the surrounding area.

If any governmental license or permit shall be required for the proper and lawful conduct of Lessee's business in the Leased Premises, or any part thereof, and if failure to secure such license or permit would in any way adversely affect the County, Lessee, at its expense, shall duly procure and thereafter maintain such license or permit and submit the same to inspection by the County. Lessee shall at all times comply with the terms and conditions of each license and permit.

On or before the tenth (10th) day following the end of each month throughout the term of the Lease Agreement, Lessee shall furnish to the County and the County shall receive from Proposer a report of gross sales during the preceding calendar month, on forms approved by the County. This report shall be signed by the Lessee certifying to the accuracy of such gross sales.

On or before the tenth (10th) day following the end of each month throughout the term of the Lease Agreement, Lessee shall furnish the monthly rental payment in advance, to the MDPD.

SCOPE OF SERVICES – MDR CAFETERIA

Miami-Dade County, through the Miami-Dade Police Department ("MDPD" and "Department" used interchangeably) and Miami-Dade Fire Rescue Department ("MDFR" and "Departments", owns a full service cafeteria ("Cafeteria") on the second level of the Miami-Dade Police

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Department Headquarters, located at 9105 NW 25th Street, Miami, Florida, 33172 and at Miami-Dade Fire Rescue Headquarters, located at 9300 NW 41 Street, Miami, Florida 33178. Lessee shall be responsible for the lease and operation of the Cafeteria and for providing quality products and customer service. The size of the leased area is approximately _____ square feet. The minimal hours of operation are: 7:00 am – 3:00 pm five (5) days a week Monday through Friday except on County, State and Federal designated holidays.

The Lessee shall provide full food and beverage services to include an extensive list of menus providing high, nutritional meal options, including hot, warm, and cold items. The menu shall include a wide variety of food and beverage services/options for breakfast, lunch, and snack grill services (including, but not limited to coffee, eggs, toast, bagels, grits, bacon, smoothies, subs, sandwiches, salads, entrees, soups, vegetarian/organic, etc.). The food shall be top quality.

The facility is provided in as-is condition. The Lessee shall perform necessary facility improvements, in compliance with all County codes and permit requirements. The facility includes equipment (see Attachment A to this Appendix A), which is owned by the Department. The Lessee shall keep equipment functional.

Lessee:

The Lessee shall:

- Ensure prices are fair and remain constant. Prices cannot be amended without prior consent/approval from Department's Project Manager via written document advising approval of any increase to prices. Any review of prices by the County will be based on CPI and quality of the food.
- Prominently post all menus with associated pricing in the food service areas.
- Ensure that food items be constant regardless of price increase within market/industry; unless same is removed due to health issues/concerns unforeseen food contamination, etc.
- Provide catering services and/or meals during emergency and/or mobilizations (alpha/bravo shifts) and events held in the Cafeteria, upon receiving notice from the County's Project Manager.
- Ensure that all areas are ADA compliant.
- Not sell alcoholic beverages in Cafeteria.
- Issue customer surveys no less than twice a year to the patrons of the cafeteria. The results of these surveys will be presented to the Department's Project Manager for review.
- Must maintain fume hoods in accordance with all applicable codes for fire inspections and regulations.
- Maintain interior areas, wall to wall and ceiling to floor, of the facilities in the same condition, order and repair as at the commencement date, or better, excepting only reasonable wear and tear arising from the use.

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- Keep a full-time on-site manager and an adequate number of staff to provide full operations.
- As needed, invest capital improvements into fixtures, furnishings, and equipment as may be required to renovate and operate the facility.
- Maintain all business licenses, health permits, as required by local, state, or federal law and liability and workers compensation insurance.
- Allow Department/Health Department/Other County Inspectors ("Inspecting Entity"), the right to inspect Facility as may be deemed appropriate by the Inspecting Entity. Inspecting Entity will inspect the Facility as necessary however will not disrupt the Lessee's ability to operate the Facility in proper manner.
- Replace food service equipment as it becomes worn, lost or damaged within 14 business days of the notice that the equipment is worn, lost or damaged.
- Ensure that food is stored properly and in designated areas.
- Provide monthly detailed reporting of cafeteria gross receipts to the County within ten (10) days after the close of each month.
- Perform inventory of food, shop merchandise and supplies in such manner to make sure there is always sufficient product available to meet the demands of the cafeteria.
- Maintain proper books and records for the services provided, for auditing purposes as needed by County.
- Maintain all tables and chairs in a clean and sanitary condition at all times.
- Provide janitorial and routine cleaning services of the kitchen, storage areas, food prep areas, and customer seating areas at all times. Vacuum all carpeted areas. Provide proper exterminating services as used in the food industry.
- Provide proper trash removal from all point of sale areas to dumpsters; and provide and maintain proper grease containers and discard used cooking oils in proper manner as required by County Code.
- Ensure that all Lessee's employees wear proper uniforms; show visible identification card (containing a photograph of the employee, employee's name and identification number or date of birth); be well groomed; that they wear gloves in food prep areas and service/cooking areas; and, have their hair pulled back and in hair nets.
- Create a visually exciting and inviting food court environment through creative, high-impact store designs, product displays, signage, graphics, and lighting.
- Provide sufficient and proper training to its employees for food handling, maintaining cleanliness and providing friendly customer service.
- Manage and operate Facility in manner that is fiscally responsible.

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Lessee shall ensure that all its employees (including part-time and fill-ins) pass background criminal checks prior to working in Facility. Lessee shall not assign or sublet nor otherwise encumber the Lease Agreement without prior written approval of the County.

During the term of the Lease Agreement, the Lessee shall keep in full force and effect all required insurance and indemnification as required by the County and outlined in the Lease Agreement.

Lessee shall comply with all the terms and conditions of the Lease Agreement.

Catering services may be pursued within the surrounding area.

If any governmental license or permit shall be required for the proper and lawful conduct of Lessee's business in the Leased Premises, or any part thereof, and if failure to secure such license or permit would in any way adversely affect the County, Lessee, at its expense, shall duly procure and thereafter maintain such license or permit and submit the same to inspection by the County. Lessee shall at all times comply with the terms and conditions of each license and permit.

On or before the tenth (10th) day following the end of each month throughout the term of the Lease Agreement, Lessee shall furnish to the County and the County shall receive from Proposer a report of gross sales during the preceding calendar month, on forms approved by the County. This report shall be signed by the Lessee certifying to the accuracy of such gross sales.

On or before the tenth (10th) day following the end of each month throughout the term of the Lease Agreement, Lessee shall furnish the monthly rental payment in advance, to the Department.